

## Project Selection Worksheet

Project Name:

IT Priorities Project ID:

Date:

### POC Scoring:

Is the PMO box checked for this project in IT Priorities?	
Is the project on the agency priority list?	
Substantial number of hours for the project?	
Does project cross functional areas?	
Multiple agencies or divisions?	
Federal or grant funding with expiration date?	
Federal, state, technical mandate?	

### PMO Scoring:

Scope		
Clarity of Scope/Compliance	X	Score
Undefined, vague scope		10
Some Gray Areas		5
Clearly Defined		1
Score		

Time		
Duration of Project	X	Score
> 12 Months		10
3-12 Months		5
1-3 Months		3
< 1 Month		1
Score		

Project Cost		
Total Cost	X	Score
> 1 M		10
250K-1M		7
100K - 250K		5
25K - 100K		3
10 - 25K		1
< 10K		0
Score		

Resources		
Number of Agency Depts	X	Score
2 or more Agencies		10
Multiple Agency Divisions		5
Single Agency Division		1
Score		
Number of Persons Involved	X	Score
10 or more		10
6-9		7
3-5		4
1-2		1
Score		
Resources Score		0

Risk		
Number of Systems to Be Integrated/Affected By Project Implementation	X	Score
4 or More		10
2-3		5
0-1		1
Score		10
Risk: Number of Customers Affected by Project	X	Score
500 or More		10
100-499		7
50-99		4
<50		1
Score		10
Risk: Knowledge Base (Confidence in Vendor/Staff Skill Set) of Project Team	X	Score
Low Knowledge Base		10
Medium Knowledge Base		5
High Knowledge Base		1
Score		10
Risk: Nature of Data	X	Score
None (No Data Affected)		0
Low (Small number of systems and applications involved)		1
Medium (Moderate number of systems and applications involved: Above average data table complexity)		2
High (Complex data structure changes required, large number of systems and applications involved)		3
Security protection needed (SSL, eRaider, shim, etc.)		2
Legislatively managed data involved (HIPAA, GLBA, FERPA, etc.)		2
Total Score (additive, 7 pt max)		7
Risk: Project Deadline	X	Score
Externally mandated, critical deadline		10
Internally Mandated Deadline		5
No Mandated Deadline		3
Score		10
Risk: Federal Funding	X	Score
Federal Funds Expire within 6 mo.		10
Federal Funds Expire within 12 mo.		5
Federal Funds Expire over 1+ yrs		3
Score		10
Risk Score		57

Project Complexity Factors	
Scope	0
Time	0
Cost	0
Resources	0
Risk	57
Total Point Value	57

Project Risk Score	
1 High Risk (48-60)	
2 Medium Risk (33-47)	1
3 Low Risk (4-32)	

Project Complexity Score	
1 Complex (77-107)	
2 Medium (52-76)	2
3 Small (27-51)	
4 Task (7-26)	

Comments: